



**ILLINOIS ARMY NATIONAL GUARD
AGR MILITARY TOUR
ANNOUNCEMENT NUMBER: 15B-043**

POSITION TITLE: Battalion OIC	MOS: 31A00	MINIMUM / MAXIMUM GRADE: O3 / O3 (Soldier must be a CPT)	
SELECTING OFFICIAL: LTC Ronald Bonesz	PHONE NUMBER: 708-824-5884	OPENING DATE: 23 October 2015	CLOSING DATE: 24 November 2015
UNIT OF MILITARY ASSIGNMENT: HHD 33 rd Military Police Battalion	LOCATION OF MILITARY ASSIGNMENT: 10451 N. 2 nd Street, Machesney Park, IL 61115-1455		

POSITION DUTIES AND RESPONSIBILITIES- Provides supervision, management, leadership and coordination to the Full-time Support Force. Provides control and standardization of procedures within the organization. Plans, sets priorities and assigns work to subordinate FTUS personnel. Ensures the Commander's intent is accomplished during the day-to-day operations in all functional areas of the organization. Takes or initiates action on behalf of the commander in all functional areas when required, ensuring adequate coordination is made with FTUS and M-Day staff and/or subordinate commander. Insures all organizational buildings, grounds and facilities are properly managed, maintained and utilized. Approves SOPs for all facilities. Coordinates external military usage requirements of organizational facilities. Accomplishes day-to-day requirements independently in accordance with established policies and procedures. In managing the full-time support force, hires, trains, evaluates, counsels and discipline Military, Federal Technician and/or state personnel. Overall responsible for all personnel actions affecting full time staff. Provides first-line career management and guidance for the above. Develops performance standards for the above. Ensures employees are scheduled for required education and training with least disruption to organizational operations. Advises the commander on training, logistics, personnel and overall organizational readiness. Supervises the overall operation of the full time unit staff. Responsible for ensuring the commander's concept of operation for the full-time personnel is executed and for advising the commander and supervisory personnel on the status and efficiency of the full-time personnel. Works directly with the commander in monitoring attrition and retention of the organization. Is directly involved with maintenance of strength and personnel readiness issues of the organization to include employer support and family programs. Supervises the conduct of public relations activities as directed to promote a positive image for subordinate units in the communities. Supervises the preparation of the quarterly commander's report ensuring accuracy of reporting. Develops courses of action to ensure that the commander's goals are achieved, addresses shortfalls and engages appropriate directorate to resolve shortfalls as required. Participates in working groups, teleconferences, and IPRs on matters relating to the battalion.

EQUAL OPPORTUNITY: Selecting officials will fill positions without regard to race, color, religion, national origin or political affiliation.

RESPONSIBILITIES: Commanders will provide this position vacancy announcement the broadest possible dissemination. The Human Resource Office will distribute on the ALL-IL distribution list and post it on the Illinois National Guard Public Website at <http://www.il.ngb.army.mil/departments/hr/jobpostings.aspx>*

FOR THE ADJUTANT GENERAL:

BRIAN S. CREECH
LTC, LG, ILARNG
Human Resources Officer

DISTRIBUTION: A

CONDITIONS OF EMPLOYMENT – MUST MEET THESE CONDITIONS TO APPLY:

1. Applicants must meet the medical fitness standards of AR 40-501, Chapter 2-5, 7-8, or 10 as applicable.
2. Applicants must meet the body composition standards of AR 600-9.
3. Applicants must satisfy requirements outlined in NGR 600-5, NGR 600-200, and NGR 601-1
4. Applicants must meet initial eligibility requirements of Table 2-1, AR 135-18.
5. Applicants must not be subject to flagging actions during selection or upon entering an AGR status.
6. Applicants separated from military service for cause constitutes ineligibility, unless National Guard Bureau (NGB) grants an approved exception to policy/regulation prior to application submission.
7. Applicants for officer positions must be able to complete a 3 year initial tour of active duty before reaching the date of mandatory removal from active status based on age or service, without any extensions, under any provisions of law or regulation as prescribed by current directives.
8. Eligibility of female personnel in combat units will be consistent with existing Department of the Army combat policies.

ADDITIONAL INFORMATION – MUST MEET THESE CONDITIONS UPON SELECTION:

1. Selectee who has voluntarily separated from the AGR Program for two or more days is ineligible to re-enter the AGR program for one year from the date of separation unless waived by NGB.
2. Selectee must be able to complete a 3 year initial tour of active duty before completing 18 years of active federal service unless waived by NGB.
3. Selectees for enlisted positions must meet the physical demands rating and qualifications for award of the MOS in accordance with AR 611-21 and NGR 600-100 unless waived by proper authority.
4. Acceptance of an AGR position will terminate eligibility for all bonuses and student loan repayments effective on the date of entry into AGR status. This does not affect Montgomery GI Bill eligibility.
5. Existing military promotion policies apply, promotion will not exceed maximum grade authorized for the position.
6. Selectee will be ordered to/or continued on full-time military duty under the provisions of Title 32 USC 502(f) in Illinois. Extension renewal is at the discretion of the Adjutant General.
7. Selectee will terminate all active duty tour orders or technician appointment prior to AGR appointment.
8. Selectee must be willing to relocate to local commuting area. United States Property and Fiscal Officer for Illinois will authorize permanent change of station for selectees for initial tours. You must coordinate with the transportation movement officer for reimbursement prior to relocation.
9. Selectee for Commissioned Officer positions must complete the specialty compatible with the position and become qualified in the appropriate Area of Concentration (AOC) within 12 months of assignment.
10. Applicants for most positions within the AGR Program must have minimum of Interim Secret Clearance. AGR Soldier who do not maintain at least a secret security clearance regardless of their primary military occupations specialty (PMOS) are subject to possible separation.
11. Selectees for enlisted positions that are not MOS qualified will be administratively reduce to the grade of Sergeant E5 upon accession into the AGR program and must become MOS qualified within 12 months of assignment. Failure to become qualified within 12 months of assignment is grounds for mandatory involuntary separation from the AGR program.
12. Per NGIL Pam 135-18, selectees will incur an 18-month stabilization period upon initial selection to the AGR Program.
13. Selectees may not be a candidate for or hold a partisan elective office. Selectees may not engage in partisan political activities while in a duty status.

ADDITIONAL INFORMATION FOR THIS POSITION: Future potential for promotion to MAJ / O4

ILLINOIS ARMY NATIONAL GUARD AGR MILITARY TOUR APPLICATION CHECKLIST AND REQUIREMENTS – OFFICER POSITIONS

NAME (Last, First, MI): _____ RANK: _____

SSN (Last 4): _____ EMAIL: _____

DAYTIME PHONE: _____ ANNOUNCEMENT NUMBER: _____

CURRENT STATUS: ☐ M-DAY ☐ AGR ☐ TECHNICIAN ☐ ACTIVE COMPONENT ☐ USAR ☐ OTHER

☐ **ILARNG AGR Military Tour Checklist (This Document)**

☐ **NGB 34-1:** AGR Application. Include announcement number, position title, date and signature.

☐ **OERs:** Last 5 Officer Evaluation Reports (OER) (If you do not have 5 include all available OERs with a letter of recommendation from your current commander).

☐ **ORB:** Validated or certified copy of the records brief.

☐ **NGB 23B:** Retirement Points Accounting System Statement.

☐ **All DD214's / NGB 22's:** Provide verification of all prior service.

☐ **Individual Medical Readiness (IMR Print out):** Print from My Medical Readiness Status on AKO.

☐ **DA Form 705:** Copy of most recent APFT, must be within 12 months of the closing date.

☐ **Valid Permanent Profiles:** Limiting the completion of the 3 event APFT.

☐ **DD 5500 (Male) or 5501-R (Female):** Body fat content worksheet, if applicable.

☐ **DA Photograph in Army Service Uniform or Class A**

☐ **BIOGRAPHICAL SKETCH:** Copy of updated biographical sketch.

☐ **Memorandum for Record:** A one page memorandum for record may be included to explain any documentation that is missing or if you require continuation of the NGB 34-1(application).

The documents listed on the checklist may be located on iPERMS, AKO, or at your unit of assignment. Your Readiness NCO and the Illinois Soldier Support Center are resources to assist you in putting your packet together. It is recommended that all applicants use these resources. Follow the checklist to assist in packet preparation. All applicants must submit a complete application packet for consideration of an AGR Position.

HOW TO APPLY AGR PACKET PREPARATION

The applicant is responsible for ensuring the application is complete and all required documents are correct and included.

- HRO-AGR will review all applications for eligibility. Complete and accurate data is essential to ensure fair evaluation of candidates. Application packets missing vital data will not be considered and will be determined unqualified. If an incomplete packet leads to the inability to determine eligibility a letter will be sent to the individual indicating the reason for disqualification.
- It is the applicant's responsibility to ensure the NGB 34-1 and all supporting documents are accurate and complete. Ensure all entries on the NGB 34-1 are clearly legible and complete. Include announcement number, position title, date and signature. You may fill out the application and sign it digitally or manually. Provide a simple document of explanation if any "yes" answers are within to section IV (except question #9). Document is accessible at http://www.ngbpdn.ngb.army.mil/forms/ngbf34_1.htm
- Additional supporting documents (letters of recommendation, certificates, diplomas, ect) will be placed at the end of the packet. Make sure copies of supporting documents are up to date and that all copies are clearly legible throughout the packet. All application packets submitted become the property of the HRO-AGR Office and will not be returned.
- Arrange your packet in the order listed on the checklist and use a simple binder clip to hold your packet together, do not use staples. Special Ring Binders, portfolios, report covers, and document protectors are discouraged. Ornate covers and organizers have no bearing on the selection process or outcome and are a wasted expense. HRO-AGR will only forward application documents to the selection board.

Questions regarding the acquisition of any documentation can be answered by the Unit Readiness NCO or the Soldier Support Center, at (800) 732-8868 and ILNGSC.SUPPORTDESK@NG.ARMY.MIL

APPLICATION PROCEDURE: See the ILARNG AGR Military Tour Application Checklist included with this announcement for required documents to submit with your application. All applications must be received by HRO-AGR, NLT 1630 hours of the closing date. You can reach the Human Resources office at (217)761- 3707

Forward applications to: The Adjutant General for Illinois
ATTN: HRO-AGR Services
1301 North MacArthur Boulevard
Springfield, Illinois 62702-2317

Overseas/Deployed Soldiers ONLY: AGR packets/applications for Soldiers currently stationed overseas or deployed may be emailed to the following address in lieu of hard copies thru mail (.pdf format preferred): ng.il.ilarng.list.j1-hro-agr-packets@mail.mil.

CONUS Soldiers must submit a hard copy packet to arrive by the closing date to the address listed above. Emailed applications will not be accepted from CONUS Soldiers.

If emailing your packet please ensure all documents as required on the checklist are included with your packet.